



WEST VIRGINIA STATE FIRE COMMISSION

OFFICE OF THE STATE FIRE MARSHAL
1207 Quarrier St, 2nd Floor
Charleston, WV 25301
(304) 558-2191
www.firemarshal.wv.gov

Certification as Code Official, Code Inspector or Plans Examiner

WV Code § 29-3-5 b(d) and 87 C.S.R. 7 as of June 1, 2016

Categories of Certification:

Code Official is a person who oversees and administers the Code Enforcement Department in a municipality, county or other local government entity that has lawfully adopted the State Building Code. In this role, the person may typically supervise one or more Deputy Code Officials, and other administrative and technical staff employed by the Code Enforcement Department. The Code Official: a) examines construction documents to ascertain compliance with provisions of the State Building Code, and/or b) performs field inspections to determine compliance with approved plans and code requirements, and/or c) enforces the relative administrative provisions of the State Building Code such as supervising building code inspectors or plans examiners, issues building permits, occupancy permits, notices of violations and orders, and initiates compulsory process.

Each Code Enforcement Department must have a minimum of one (1) Building Code Official to oversee the agency.

A Code Official may be certified in a combination of disciplines.

Code Inspector is a class of certifications issued by the State Fire Commission in various disciplines. An Inspector's duties include examining construction sites and building locations to ensure they are constructed or maintained in accordance with the State Building Code and the adopted applicable ICC codes relative to the situation. An Inspector may issue a report of the condition or circumstance to the Code Official for further action.

A Code Inspector conducts inspections and examinations of buildings in the process of construction or renovation to ascertain the level of compliance with the state building code.

A Code Inspector may be certified in a number of disciplines.

Code Plans Examiner is a class of certifications issued by the State Fire Commission in various disciplines. A Plans Examiner's duties include reviewing construction documents submitted as part of a permitting or compliance review to determine their compliance with the State Building Code and the adopted applicable ICC codes relative to the situation. A Plans Examiner may issue a report of the findings and conclusions of the review to the Code Official for further action.

A Code Plans Examiner examines and reviews construction or renovation plans and drawings for compliance with the requirements of the state building code.

A Plans Examiner may be certified in a number of disciplines.

For the **Multi-Discipline Inspector** and **Multi-Discipline Plans Examiner** designations, please see the descriptions on pages 5-6.

Third-Party Exam Administrator:

International Code Council – ICC - 5203 Leesburg Pike, Suite 600; Falls Church, VA 22041,
1-888-ICC-SAFE (422-7233) - website www.iccsafe.org

Fees:

Certification fee is \$ 75.00 per category (i.e. Code Official, Inspector or Plans Examiner) to be submitted with the application. Check or money order needs to be made payable to the WV State Fire Commission.

Continuing Education Requirement (WV):

In order to qualify for renewal of the each certification the individual shall complete a minimum of 1.5 continuing education units (1 CEU = 10 hours of instruction) during **each** renewal period – 0.5 must be completed each year for a cumulative total of no less than 1.5 CEU's during any renewal period.

Continuing Education Requirement (ICC):

During the three-year period prior to the renewal application date, the applicant shall accrue the number of continuing education units (CEUs) required for your certificate. Renewal is achieved by participating in continuing education and professional development activities. For example, a seminar you attended to earn CEUs must have been within three years prior to the renewal date. You must keep documents and records of each activity during the three-year renewal period.

Note: The above continuing education requirement is to maintain ICC certification only.

Number of Certifications Being Renewed	Total Number of CEUs Required*	Min. Number of CEUs Required Through ICC or PPN Training (20% of total)
1	1.5	0.3
2 through 5	3.0	0.6
6 through 10	4.5	0.9
11 or more	4.5	0.9
Master Code Professional	4.5	0.9

*CBO requires 6.0 CEUs

Renewal:

Certifications are valid for three years. Certificates must be renewed on or before the expiration date (when they become inactive) to be current. Approximately 60 days prior to the time when your renewal is due, Fire Services Division/Regulatory and Licensing Section will send a courtesy renewal notice to your last known address. If for any reason you do not receive this notice, you may obtain renewal information specific to your certification from the Fire Services Division/Regulatory and Licensing Section. **Please note: you are responsible for renewing your certifications, whether or not you receive a renewal notice from Fire Services Division/Regulatory and Licensing Section.**

Renewal fee is \$ 75.00 per category of certification. Any renewal submitted after expiration date is subject to non-renewal or late payment fees as specified in legislative rule 87 C.S.R. 7.

► [Licensure as a Professional Engineer or Professional Architect in the State of West Virginia qualifies the applicant for any classification without the need for ICC examination](#) ◀

Contact:

For further information regarding this Certification Program, please contact the Fire Services Division: Regulatory and Licensing Section at:

Attn: Fire Services Division/Regulatory and Licensing Section
Office of the State Fire Marshal
1207 Quarrier St, Second Floor
Charleston, WV 25301
(304) 558-2191
firemarshal.wv.gov



Office Use Only	
Approved On:	
Approved By:	
License #:	

Application for Certification under WV 87 CSR 7

REQUEST FOR CERTIFICATION

Check any that apply: Professional Architect Professional Engineer Probationary

Code Official - check which discipline(s) (Fee for Certification: \$75.00 for one or all applicable)

<input type="checkbox"/> Building Code Official <input type="checkbox"/> Residential Building Inspector - B1 <input type="checkbox"/> Commercial Building Inspector - B2 <input type="checkbox"/> Building Plans Examiner - B3 <input type="checkbox"/> Mechanical Code Official <input type="checkbox"/> Residential Mechanical Inspector - M1 <input type="checkbox"/> Commercial Mechanical Inspector - M2 <input type="checkbox"/> Mechanical Plans Examiner - M3 <input type="checkbox"/> Property Maintenance Code Official	<input type="checkbox"/> Electrical Code Official <input type="checkbox"/> Residential Electrical Inspector - E1* <input type="checkbox"/> Commercial Electrical Inspector - E2* <input type="checkbox"/> Electrical Plans Examiner - E3* <input type="checkbox"/> Plumbing Code Official <input type="checkbox"/> Residential Plumbing Inspector - P1 <input type="checkbox"/> Commercial Plumbing Inspector - P2 <input type="checkbox"/> Plumbing Plans Examiner - P3 <input type="checkbox"/> Certified Building Official - CBO¹
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Code Inspector - check which discipline(s) (Fee for Certification: \$75.00 for one or all applicable)

<input type="checkbox"/> Residential Building Inspector - B1 <input type="checkbox"/> Commercial Building Inspector - B2 <input type="checkbox"/> Residential Mechanical Inspector - M1 <input type="checkbox"/> Commercial Mechanical Inspector - M2 <input type="checkbox"/> Reinforced Concrete Special Inspector - 47 <input type="checkbox"/> Zoning Inspector - 75 <input type="checkbox"/> Structural Masonry Special Inspector - 84 <input type="checkbox"/> Spray-Applied Fireproofing Special Inspector - 86 <input type="checkbox"/> Disaster Response Inspector - DR <input type="checkbox"/> Fuel Gas Inspector - FG <input type="checkbox"/> Structural Welding Special Inspector - S2	<input type="checkbox"/> Residential Electrical Inspector - E1* <input type="checkbox"/> Commercial Electrical Inspector - E2* <input type="checkbox"/> Residential Plumbing Inspector - P1 <input type="checkbox"/> Commercial Plumbing Inspector - P2 <input type="checkbox"/> Property Maintenance and Housing Inspector - 64 <input type="checkbox"/> Commercial Energy Inspector - 77 <input type="checkbox"/> Pre-stressed Concrete Special Inspector - 92 <input type="checkbox"/> Coastal and Floodplain Inspector - C1 <input type="checkbox"/> Soils Special Inspector - EC <input type="checkbox"/> Structural Steel and Bolting Special Inspector - S1
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Multi-Discipline Inspector¹ - check all applicable discipline(s)

<input type="checkbox"/> Building Inspector - B5¹ <input type="checkbox"/> Mechanical Inspector - M5¹ <input type="checkbox"/> Residential Combination Inspector - R5¹ <input type="checkbox"/> Certified Building Code Official - B6¹ <input type="checkbox"/> Certified Mechanical Code Official - M6¹ <input type="checkbox"/> Certified Housing Code Official - H6¹ <input type="checkbox"/> Master of Special Inspection - MI¹ <input type="checkbox"/> Permit Specialist - T6¹ <input type="checkbox"/> Energy Code Specialist - G8¹ <input type="checkbox"/> IgCC Inspector/Plans Examiner with ASHRAE 189 - GC¹ <input type="checkbox"/> Commercial Energy Inspector/Plans Examiner with ASHRAE 90.1 - CE¹	<input type="checkbox"/> Electrical Inspector - E5¹ <input type="checkbox"/> Plumbing Inspector - P5¹ <input type="checkbox"/> Commercial Combination Inspector - C5¹ <input type="checkbox"/> Certified Electrical Code Official - E6¹ <input type="checkbox"/> Certified Plumbing Code Official - P6¹ <input type="checkbox"/> Combination Inspector - C8¹ <input type="checkbox"/> Accessibility Inspector/Plans Examiner - 21¹ <input type="checkbox"/> Residential Energy Inspector/Plans Examiner - 79¹ <input type="checkbox"/> Master Code Professional - MP¹
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Code Plans Examiner - check which discipline(s) (Fee for Certification: \$75.00 for one or all applicable)

<input type="checkbox"/> Building Plans Examiner - B3 <input type="checkbox"/> Mechanical Plans Examiner - M3 <input type="checkbox"/> Residential Building Plans Examiner - R3 <input type="checkbox"/> Commercial Energy Plans Examiner - 78	<input type="checkbox"/> Electrical Plans Examiner - E3* <input type="checkbox"/> Plumbing Plans Examiner - P3 <input type="checkbox"/> Accessibility Plans Examiner - 21 <input type="checkbox"/> Green Building - Residential Examiner - G1
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Multi-Discipline Plans Examiner¹ - check all applicable discipline(s)

Combination Plans Examiner - **C3¹**

¹ - For descriptions on multi-discipline certifications and CBO, see pages 5 - 6.
 *- E1, E2 and E3 also require that you hold a valid WV Master Electrician's License.

Qualifications for Licensure:

- Passing of the required ICC examinations (please attach proper documentation)
- Licensed Professional Engineer or Architect (please attach proper documentation)
- Provisional/Probationary Status (attach hardship letter)
- Applicant has never been convicted of a felony

Applicant Information			
Last, First, Middle Int			
Mailing Address:			
Home Phone:		Work Phone:	
E-Mail Address:			
Last 4 SS#	X X X - X X -	Date of Birth:	
Current Employer:			
Employer Address:			
Employer Phone:			

Please submit proof of adoption of the current Building Code from your current employer, municipality or governing body.

Statement

I hereby certify that the information contained on this application is true and complete to the best of my knowledge. I have attached all necessary documents and I do understand that any false or misleading information may result in failure to obtain licensure or subsequent revocation of my license.

Applicant Signature : _____

Date: _____

The applicant shall pass one of the listed ICC exams in the category he or she will be restricted to:

CODE OFFICIAL - The applicant shall provide documentation of successfully completion of one or more of the following:

Building Code Official

- EXAM B1** - Residential Building Inspector
- EXAM B2** - Commercial Building Inspector
- EXAM B3** - Building Plans Examiner

Electrical Code Official

- EXAM E1** - Residential Electrical Inspector **AND** be a licensed **WV Master Electrician**
- EXAM E2** - Commercial Electrical Inspector **AND** be a licensed **WV Master Electrician**
- EXAM E3** - Electrical Plans Examiner **AND** be a licensed **WV Master Electrician**

Mechanical Code Official

- EXAM M1** - Residential Mechanical Inspector
- EXAM M2** - Commercial Mechanical Inspector
- EXAM M3** - Mechanical Plans Examiner

Plumbing Code Official

- EXAM P1** - Residential Plumbing Inspector
- EXAM P2** - Commercial Plumbing Inspector
- EXAM P3** - Plumbing Plans Examiner

Property Maintenance Code Official

CODE INSPECTOR - The applicant shall provide documentation of successfully completion of one or more of the following:

- **EXAM 47 - Reinforced Concrete Special Inspector**
- **EXAM 64 - Property Maintenance and Housing Inspector**
- **EXAM 75 - Zoning Inspector**
- **EXAM 77 - Commercial Energy Inspector**
- **EXAM 84 - Structural Masonry Special inspector**
- **EXAM 86 - Spray-Applied Fireproofing Special Inspector**
- **EXAM 92 - Pre-Stressed Concrete Special Inspector**
- **EXAM C1 - Coastal and Floodplain Inspector**
- **EXAM DR - Disaster Response Inspector**
- **EXAM EC - Soils Special Inspector**
- **EXAM FG - Fuel Gas Inspector**
- **EXAM S1 - Structural Steel and Bolting Special Inspector**
- **EXAM S2 - Structural Welding Special Inspector**

MULTI-DISCIPLINE CODE INSPECTOR - The applicant shall provide documentation to qualify for one or more of the following:

- **B5 - Building Inspector - EXAMS B1 AND B2**
- **E5 - Electrical Inspector EXAMS E1 AND E2 AND** be a licensed **WV Master Electrician**
- **M5 - Mechanical Inspector EXAMS M1 AND M2**
- **P5 - Plumbing Inspector EXAMS P1 AND P2**
- **R5 - Residential Combination Inspector - EXAMS B1, E1, M1, AND P1**
- **C5 - Commercial Combination Inspector - EXAMS B2, E2, M2, AND P2**
- **B6 - Certified Building Code Official - EXAMS B1, B2, B3 AND *Certified Building Official certification**
- **E6 - Certified Electrical Code Official - EXAMS E1, E2, E3, exams AND** be a licensed **WV Master Electrician AND *Certified Building Official certification**
- **M6 - Certified Mechanical Code Official - EXAMS M1, M2, M3, AND *Certified Building Official certification**
- **P6 - Certified Plumbing Code - EXAMS P1, P2, P3, AND *Certified Building Official certification**
- **H6 - Certified Housing Code Official - EXAM 64 AND *Certified Building Official certification.**
- **C8 - Combination Inspector - EXAMS B1, B2, E1, E2, M1, M2, P1 ,P2 AND** be a licensed **WV Master Electrician**
- **MI - Master of Special - EXAMS 47, 84, S1, S2, AND** meet other additional requirements
- **T6 - Permit Specialist - EXAMS 14 AND CS**

- **79 - Residential Energy Inspector/Plans Examiner - EXAM 79**
- **G8 - Energy Code Specialist - EXAMS 77, 78, 79 AND G1.**
- **CE - Commercial Energy Inspector/Plans Examiner with ADHRAE 90.1 - EXAM CE**
- **GC - IgCC Inspector/Plans Examiner with ASHRAE 189 - EXAM GC**

- **MP - Master Code Professional (MCP)** - applicant shall require proof of successful completion of the following combination certifications:
 1. **B6** - Certified Building Code Official
 2. **E6** - Certified Electrical Code Official
 3. **M6** - Certified Mechanical Code Official
 4. **P6** - Certified Plumbing Code Official
 5. Accessibility Inspector/Plans Examiner
 6. Residential Energy Inspector/Plans Examiner or Commercial Energy Plans Examiner

CODE PLANS EXAMINER - The applicant shall provide documentation of successfully completion of one or more of the following:

- **R3 - Residential Building Plans Examiner - EXAM R3.**
- **78 - Commercial Energy Plans Examiner - EXAM 78.**
- **21 - Accessibility Inspector/Plans Examiner - EXAM 21.**
- **G1 - Green Building - Residential Examiner - EXAM G1.**

MULTI-DISCIPLINE CODE PLANS EXAMINER

- **C3 - Residential Building Plans Examiner - EXAMS B3, E3, M3, P3 AND** be a licensed WV Master Electrician

*The **CBO - Certified Building Official** can be achieved in the following ways:

1. Passing the **01** and **02** exams within a three-year period **or**
2. Holding both a current **01** certification and **C8** designation **or**
3. Holding both a current **01** certification and **C3** designation **or**
4. Passing the **MM**, **MG** and **BC** exams within a three-year period.